

Bylaws

(Rules of the Covenant)

of

The Church of the Pilgrimage

Town Square, Plymouth, Massachusetts

2006

(A corporation under the laws of the Commonwealth of Massachusetts, 1890)

Article I - Name

The name of the Church shall be **THE CHURCH OF THE PILGRIMAGE**. (Hereafter in these Bylaws, The Church of the Pilgrimage will be referred to as the Church.)

The Church of the Pilgrimage has Congregational - Christian heritage. Its history is rooted in Scrooby, Leyden, and the Mayflower.

Article II - Purpose and Mission

The purpose of the Church shall be:

- Maintenance of the public worship of God, according to the faith and polity of the United Church of Christ.
- Training for the Christian life and the development of Christian character.
- Strengthening of the spiritual, moral, and social life of the community.
- The propagation of the Gospel at home and abroad.
- Advancement of God's Kingdom of righteousness, justice, and peace.

Our mission is to be a community of God's people united in our desire to glorify and serve God in Plymouth and beyond. Together we strive to develop our relationship with Jesus Christ, to grow under the guidance of the Holy Spirit, and to deliver God's Word with joy to others through:

- Worship
- Prayer
- Music
- Christian Education
- Reaching out to others in spiritual or physical need
- Sincere caring for one another
- Fellowship with each other.

Article III - Polity and Vision Statement

The government of this Church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of the mutual counsel and cooperation which are common within the United Church of Christ.

- We welcome all people, and we respect and value their diverse talents and perspectives, for all are beloved children of God.
- We seek a deeper understanding of God's Word through study of Scripture and the teaching and example of Christ, and through mutual prayer for each other.
- We share the leadership of the congregation, under the guidance of the Holy Spirit, and together determine our direction and purpose in a strong and competent ministry.
- We worship and work together as the Body of Christ through honest, open communication in a positive and loving atmosphere, making decisions together after sharing all the available facts. When we disagree, we strive to do so in a healthy, loving way.
- We share in the creation of an enthusiastic, open and caring Church that has a deep level of spirituality so we can *truly* say, "the spirit is moving here"!

The Church of the Pilgrimage is committed to the ongoing development of procedures and policies for the protection of children and adults.

Article IV - Covenant and Statement of Faith

This Church recognizes the Bible as the sufficient rule of faith and practice and holds that living in accordance with the teachings of Jesus Christ is the true test of fellowship. Each Member shall have the right to follow the Word of God according to the dictates of his or her own conscience, under the enlightenment of the Holy Spirit. The statement of faith therefore is not a test but an expression of the spirit in which the Church interprets the Word of God.

A. The Covenant of The Church of the Pilgrimage

We are united in striving to know the will of God, and to walk in His ways, made known or to be made known to us.

We hold it to be the mission of The Church of Christ to proclaim the gospel to all mankind, laboring for the progress of knowledge, the promotion of justice, the reign of peace, and the realization of human brotherhood. And we look with faith for the triumph of righteousness and the life everlasting. Amen.

B. The Statement of Faith of the United Church of Christ (1959)

We believe in God, the Eternal Spirit, Father of our Lord
Jesus Christ and our Father, and to his deeds we testify:

He calls the worlds into being,
creates man in his own image
and sets before him the ways of life and death.

He seeks in holy love to save all people
from aimlessness and sin.

He judges men and nations by his righteous will
declared through prophets and apostles.

In Jesus Christ, the man of Nazareth,
our crucified and risen Lord,
He has come to us
and shared our common lot,
conquering sin and death
and reconciling the world to Himself.

He bestows upon us His Holy Spirit,
creating and renewing the Church of Jesus Christ,
binding in covenant faithful people
of all ages, tongues, and races.

He calls us into His Church
to accept the cost and joy of discipleship,
to be His servants in the service of men,
to proclaim the gospel to all the world
and resist the powers of evil,
to share in Christ's baptism and eat at His table,
to join Him in His passion and victory.

He promises to all who trust Him
forgiveness of sins and fullness of grace,
courage in the struggle for justice and peace.
His presence in trial and rejoicing,
and eternal life in His kingdom which has no end.
Blessing and honor, glory and power be unto Him. Amen.

Article V - Membership

A. Members of the Corporation

The Members of the corporation shall be the Active Members of the Church, and only Active Members shall vote except as otherwise specified. Wherever the word "Members" is used in these Bylaws it shall refer to "Active Members" unless otherwise noted.

B. Classes of Membership

There shall be three classes of Members: Active, Associate, and Inactive.

1. Active Members

The Active Members of the Church shall be those who hope to grow in Christian experience, who have given public assent to the Covenant of the Church, affirm the spirit of the Statement of Faith of the United Church of Christ, and have been received by a vote of the Church or the Advisory Board: by confession of faith and baptism (if not previously baptized); by presentation of a satisfactory letter of transfer from another church: or by reaffirmation of faith. Membership instruction shall be available to prospective members.

2. Associate Members

Associate Members shall be persons who wish to participate in the life of the Church without becoming Active Members. Such persons are received into Associate Membership by a vote of the Church or the Advisory Board. Associate Members shall be eligible to serve on all Committees except those dealing with doctrinal or educational matters. Associate Members may attend and participate in discussions but may not vote at Church Meetings.

3. Inactive Members

Inactive Members shall be those Members whose addresses are unknown or who for a period of one year, in spite of kindly approaches, have not communicated with the Church or contributed to its support. Such Members shall be transferred by the Clerk to an inactive list. Persons whose Membership has been transferred to an inactive list may, upon evidence of renewed interest, be restored to the active list by the Clerk. If, after the expiration of one year from the date of such transfer, they have made no effort to renew their active connection with the Church, the Clerk shall apprise the Advisory Board and remove their names from the Membership list.

C. Reception

Persons having been accepted by the Advisory Board shall be expected to present themselves at a service of the Church to make public confession or reaffirmation of their faith, to be accorded the privilege of baptism (if not previously baptized), and to be welcomed into Membership in such manner as may be acceptable to the Church and the Pastors.

D. Termination

Any Member in good and regular standing, who desires a letter of transfer and recommendation to another church, is entitled to receive it from the Clerk, such letter to be signed by a Pastor subject to the advice and counsel of the Advisory Board. When a letter is granted, Membership shall terminate. General letters, i.e. those not addressed to a particular church, shall not be granted.

If, because of change of faith or for other reasons not involving unchristian conduct, a Member requests in writing to be released from covenant obligation, the Church, acting through the Pastors and the Advisory Board, shall patiently endeavor to secure the continuance of fellowship. Failing in such effort, the Advisory Board may grant the request and terminate such Membership.

Should a Member become an offense to the Church, by reason of unchristian conduct or by breach of covenant vows, the Advisory Board is authorized to make any necessary investigations on behalf of the Church and to take appropriate action with reference thereto, including but not limited to termination of Membership. A Member may also be removed from Membership in the Church by a two-thirds vote of the Members present at a Special Meeting of the Church called for the sole purpose of considering the Member's status.

E. Expectations of Membership

Active and Associate Members strive to live the Christian life, attend the services of the Church, provide financial support, share in its work, and seek diligently the spiritual welfare of all.

Article VI - Meetings

A. Worship

Meetings for worship shall be held every Sunday at such place and hour as the Advisory Board may determine. The order of service and the general arrangements shall be under the direction of the Pastors, subject to the approval of the Advisory Board. The Lord's Supper shall be administered on the first Sunday in every month, or upon such other occasions as the Advisory Board may, for sufficient reason, select.

Other meetings for worship may be held at other times as determined by the Pastors with the approval of the Advisory Board or upon its recommendation.

B. Business Meetings

1. Annual Meeting

The Annual Meeting of the Church shall be held no later than the third Sunday of May each year, at such time as the Board of Trustees may determine. This meeting may only be postponed by vote of Active Members at a Special Meeting called for that purpose.

All written annual reports of the Pastors, Officers, Boards and Committees of the Church shall be made available to Members of the Church at least fourteen (14) days prior to the Annual Meeting. At this Meeting, the reports of the Clerk, Treasurer, and Pastors shall be presented, and the report of the Nominating Committee and the Budget shall be acted upon. Remaining reports will be discussed as needed. Other business may be transacted, subject to sub-Section 3 (a) of this section.

2. Special Meetings

a. Temporal Affairs

Special Meetings to consider matters relating to the temporal affairs of the Church shall be called by the Moderator, upon request of the Board of Trustees, the Church Council, or any twelve (12) Active Members of the Church, by a notice thereof, stating the object of the Meeting.

b. Spiritual Affairs

Special Meetings of the Church to consider matters pertaining to the spiritual affairs of the Church shall be called at any time by the Moderator, upon request of a Pastor, The Advisory Board, the Church Council, or any twelve (12) Active Members of the Church, by a notice thereof, stating the object of the Meeting.

3. Procedure

a. Agenda

Items to be placed on the agenda for a Meeting shall be submitted in writing to the Moderator at least ten (10) days prior to the Meeting.

b. Notice

The Clerk shall notify the Members of the Church, by publication or mail, of any Church Meeting at least seven (7) days before the date of the Meeting.

The notice shall be posted by the Clerk at the Church at least seven (7) days before the date of the Meeting and shall be read from the pulpit during the service of worship at least one (1) Sunday preceding such Meeting.

c. Quorum

At any Business or Special Meeting to the Church, fifty (50) Members shall be necessary for a quorum.

d. Robert's Rules of Order

Robert's Rules of Order shall be used as the parliamentary authority at all Business Meetings, and the rules of "Our Covenant for Working Together" shall be adhered to at all meetings

Article VII - Pastors, Deacons, Deaconesses, Officers, and Delegates

A. Pastors

1. Election

The Pastors shall be elected by a two-thirds vote of the Members present at a Special Meeting called for that purpose. In keeping with the covenant between the Pastors and the Advisory Board ratified by the Active Church Members, the Pastors shall hold office without limitation of term, as defined in the annual agreement entered into by and between the Pastors, the Advisory Board, and the Board of Trustees.

If the Church is temporarily without a Pastor, or if for any reason a Pastor is absent or unable to carry on regular duties, the Advisory Board shall act as a Pulpit Supply Committee. All pastoral concerns during the temporary absence of a Pastor may be directed to the Advisory Board.

When the Church is seeking a Pastor, the Advisory Board shall appoint five (5) or more Active Members to constitute a Pastoral Search Committee to present a candidate and make a recommendation to the Church.

2. Duties

The Pastors shall fulfill the usual duties of the pastoral office through leadership in worship, wise and diligent pastoral supervision, preaching, and teaching according to the expectations and needs of the congregation. They shall administer the sacraments, provide counsel, take charge of the services of worship, and provide guidance for all of the activities of the Church, in cooperation with the respective Officers, Boards, and Committees. At the Annual Meeting of the Church they shall make a report of their work and of the affairs of the Church. The Pastors shall consult with the Advisory Board regarding their pastoral and spiritual work and matters of benevolence. A special committee, called Pastoral Advocacy and Communications Committee, shall act as a liaison between Pastors and the Church. (For details, function and duties, refer to Article VIII.B.3.h). The Pastors shall be non-voting members of all Boards and Committees. The Pastors are designated Delegates to the Massachusetts Conference and the Pilgrim Association.

3. Dismissal

A Pastor may be removed from office by a two-thirds vote of the Members present at a Special Meeting of the Church called for the sole purpose to consider the pastoral relationship.

B. Deacons and Deaconesses

1. Election

Active Members of the Church, who have demonstrated leadership by and through participation in the life of the Church, shall be eligible to be Deacons and Deaconesses. They are elected at the Annual Meeting and shall serve for four (4) years on the Advisory Board immediately following their election.

2. Duties

The Deacons and Deaconesses shall be responsible, with the Pastors for the spiritual well-being of the Church, assist in the administration of the sacraments, minister to the poor and needy, the sick, the sorrowing, and the stranger according to their abilities, and concern themselves with matters pertaining to the general welfare of the Church. The Deacons and Deaconesses shall be eligible to serve on the Advisory Board as provided in Article VIII of these Bylaws.

3. Emeritus Status

A Deacon or Deaconess who has completed two (2) or more terms on the Advisory Board may be elected, upon recommendation of the Advisory Board and Pastors, to the office of Deacon Emeritus or Deaconess Emerita, and shall henceforth be entitled to all the rights and privileges of a member of the Advisory Board, except that of voting unless serving a term as a voting member. There shall be no more than a total of four (4) Deacons and/or Deaconesses Emeriti at any one time.

4. Dismissal

A Deacon or Deaconess may be removed from office by a two-thirds vote of the Members present at a Special Meeting of the Church called for that purpose.

C. Officers

1. Officers

The Officers of the Church are listed below. All Officers shall be Active Members of the Church.

- a. A Clerk.
- b. An Assistant Clerk.
- c. A Moderator.
- d. An Assistant Moderator.
- e. A Treasurer.
- f. An Assistant Treasurer.
- g. A Collector.
- h. Two Assistant Collectors.

The Officers shall not be elected to, nor serve as voting members of, any standing Board or Committee of the Church unless specifically stated by these bylaws. An Officer shall not, in the course of performing his or her duties, participate in any matter in which the Officer has financial interest.

2. Election and Term

All Officers are elected at the Annual Meeting and, with the exception of the Treasurer and Assistant Treasurer, shall serve for one (1) year immediately following their election, or until their successors are chosen. The term of

office for the Treasurer and Assistant Treasurer shall also be one year, but shall coincide with the fiscal year of the Church.

3. Dismissal

An Officer may be removed from office by a two-thirds vote of the Members present at a Special Meeting of the Church called for that purpose.

4. Duties

a. General

- (1) All Officers shall assure that copies of all records, for which they are responsible, are submitted to the Church office in a timely manner.
- (2) In the absence or incapacity of an Officer, the Assistant shall assume the duties of that office.

b. Clerk

The Clerk shall:

- (1) Keep a record of all Business Meetings of the Church.
- (2) Keep Membership records current, and assure that these records contain status, dates, and modes of reception and removal. Assure that the Church Office maintains current Member addresses.
- (3) Assure that records are kept of all baptisms, marriages, and funerals performed in the Church or performed by a Pastor representing the Church.
- (4) Assure that copies of all Church records are properly maintained by the Church office.
- (5) Upon request of a Member, issue a Letter of Transfer directly to the designated Church.
- (6) Notify persons elected to Offices, Boards, and Committees.
- (7) Maintain a master copy of the Church Bylaws and assure that record is kept of all Bylaw revisions.
- (8) Provide notice of all Business Meetings as described in Article VI, Section B, Part 3b of these Bylaws.
- (9) Serve as a non-voting member of the Advisory Board, and act as secretary for that Board.
- (10) Fulfill such other duties as may be incident to the office of Clerk.

c. Assistant Clerk

The Assistant Clerk shall become proficient in all duties of the Clerk. The Assistant Clerk shall perform such duties as directed by the Clerk. The Assistant Clerk shall serve as a non-voting member of the Board of Trustees, and act as secretary for that Board.

d. Moderator

The Moderator shall:

- (1) Preside at all Business Meetings of the Church and ensure that such Meetings are conducted in accordance with these Bylaws.
- (2) Advise the Boards and Committees of the Church of the duties required of them by these Bylaws as well as the obligations placed upon them by actions of Church Meetings.
- (3) In consultation with the Pastors and Nominating Committee, appoint Active or Associate Members of the Church (as appropriate) to fill a vacancy, should one occur for an Officer, or on any Board or Committee, and notify the Nominating Committee of the appointment. Such appointee shall serve only until the next Business Meeting of the Church, at which Meeting a successor shall be elected to serve the balance of the unexpired term. Appointments to vacancies on the Advisory Board shall be limited to previously elected Deacons or Deaconesses. The Moderator shall notify the Church Office and Nominating Committee of all appointments.
- (4) Serve as Chair of the Church Council, or designate a Council Chair.

e. Assistant Moderator

The Assistant Moderator shall become proficient in all duties of the Moderator. The Assistant Moderator shall perform such duties as directed by the Moderator.

f. Treasurer

The Treasurer shall:

- (1) Oversee the receipt, holding, and disbursement of all moneys of the Church and be responsible for assuring that accurate books of accounts are kept.

- (2) Supervise the deposit of all moneys in such banking institutions as shall be approved by the Board of Trustees.
- (3) Have the custody of the investments of the Church, which shall be held under the direction and control of the Board of Trustees.
- (4) Be responsible for assuring that an adequate record of all income from invested funds is maintained, indicating such income as may have been designated for a particular purpose.
- (5) Shall be responsible for assuring that separate accounts are kept as follows:
 - (a) of all money contributed to the Relief Fund at a service of Communion, which shall be devoted to the relief of the poor and needy, and which, with all other money received for that purpose, shall be held subject to the order of two (2) or more members of the Advisory Board, acting as the Relief Committee.
 - (b) of money received for Christian Benevolence or other designated purpose, to be held and disbursed by the order of the Missions and Outreach Committee.
 - (c) of all money raised or contributed for support of public worship and the work of the Church, to be held and disbursed by the order of the Board of Trustees.
- (6) All extraordinary of non-contractual bills must be approved by the Chair of the Board of Trustees before payment under the direction of the Treasurer.
- (7) At the Annual Meeting of the Church the Treasurer shall make a written report of the Treasurer's work. The Financial Report in detail shall be prepared under the direction of the Treasurer and printed in the annual report.
- (8) The Treasurer shall not serve in any paid capacity in the Church that deals with the investment, collection, or disbursement of money.

g. Assistant Treasurer

The Assistant Treasurer shall become proficient in all duties of the Treasurer. The Assistant Treasurer shall perform such duties as directed by the Treasurer.

h. Collector

The Collector shall:

- (1) Assure that an accurate and confidential record of monetary gifts and donors (when known) is maintained for the Church.
- (2) Assure that an accurate and confidential record of all pledges is maintained for the Church.
- (3) Assure that a statement of the nature and purpose of each collection is maintained.
- (4) Direct the deposit of all moneys contributed in such banking institutions as the Board of Trustees may designate, subject to the order of the Treasurer.
- (5) Make a written report at the Annual Meeting and perform such other duties as required by the Board of Trustees.
- (6) The Collector shall not serve in any paid capacity in the Church that deals with the investment, collection, or disbursement of money.

i. Assistant Collectors

The Assistant Collectors shall become proficient in all duties of the Collector. The Assistant Collectors shall perform such duties as directed by the Collector.

D. Lay Delegates

1. General

Lay Delegates of the Church shall represent the Church at the State Conference (number of Delegates determined by the Mass. Conference) and the Pilgrim Association (2 Delegates). All Lay Delegates and Alternate Lay Delegates shall be Active Members of the Church.

2. Election and Term

All Lay Delegates and Alternates shall be nominated by the Advisory Board, elected at the Annual Meeting and shall serve for one (1) year immediately following their election, or until their successors are chosen. Lay Delegates shall serve no more than two (2) consecutive terms. At least one Alternate shall be nominated and elected for each Lay Delegate. All reasonable costs for registration, travel, room and board shall be paid by the Church.

3. Dismissal

A Lay Delegate may be removed from office by a two-thirds vote of the Members present at a Special Meeting of the Church called for that purpose.

4. Duties

- a. Lay Delegates shall in good faith represent the views and wishes of the Church as they relate to their respective Conference or Association when such views are known to the delegates.
- b. Lay Delegates shall meet with the Advisory Board prior to Conference or Association meetings to discuss the issues and seek the advice of the Board.
- c. Lay Delegates shall meet with and report to the Advisory Board following Conference or Association meetings.

Lay Delegates shall present a report to the Church following Conference or Association meetings.
- e. Alternate Lay Delegates shall serve as Lay Delegates in the absence or incapacity of the respective Delegates.
- f. In the absence or incapacity of an Alternate Lay Delegate, the Advisory Board shall designate another Alternate Lay Delegate to represent the Church.

Article VIII - Boards and Committees

A. Organization

1. Except as noted elsewhere, Board and Committee members elected at the Annual Meeting will begin their term of office immediately following their election.
2. Except as noted below, Boards and Committees of the Church shall meet within one month of the Annual Meeting to organize and elect a Chair and other officers as necessary. The highest ranking past officer or, if none, the most senior member still serving, shall act as Chair pro tem until reorganization.
3. The term of office for Christian Education Committee members, elected at the Annual Meeting, shall begin July 1 and end June 30, to provide continuity for the annual Church School Sunday.
4. Prior to every scheduled meeting, each Board and Committee shall notify the Church Office and the Pastors as to the time, place, and purpose of the Meeting.
5. Meetings shall be conducted under the authority of Robert's Rules of Order and the rules of "Our Covenant for Working Together" shall be adhered to at all meetings.
6. All meetings of all Boards and Committees are open to all Church Members
7. The Board or Committee shall submit a copy of the approved minutes of each meeting to the Church Office in a timely manner. Any non-approved minutes distributed shall be clearly marked "DRAFT".

B. Membership

1. General

- a. Unless otherwise stated, the Officers of the Church shall not be elected to, nor serve as a voting member of any standing Board or Committee.
- b. No member of a Board or Committee shall vote on a matter in which the member has a financial interest. No employee of the Church shall be a voting member of the Board of Trustees. No musician, employed by the Church, shall be a voting member of the Music Committee.
- c. Except as required by these Bylaws, members may not be elected nor appointed to more than one standing Board or Committee at a time.
- d. Unless otherwise stated, no one shall be eligible for election or appointment to the same Board or Committee until one year after the expiration of his or her term in office. Notwithstanding the above, a

- person who has been appointed to fill an unexpired term shall be eligible for nomination and election to that position.
- e. A person who brings legal suit, claims, or threatens litigation against the Church shall not vote on any related matter, and may not participate in related discussions or deliberations unless specifically requested to do so by the Chair of the Board or Committee (or the Moderator, in the case of Church Meetings).
 - f. Any Board or Committee member may resign from his or her position by notifying (in writing) the Chair of that Board or Committee, the Moderator, and the Clerk. The Moderator shall notify the Nominating Committee of the vacancy and then proceed as described in VII, C, d, (3).
 - g. If a Board or Committee member does not participate in three consecutive scheduled meetings of that Board or Committee, the Chair may declare the position vacant, and notify the Moderator and the Clerk in writing. The Moderator shall notify the Nominating Committee of the vacancy and then proceed as described in VII, C, d, (3).

2. Boards

The standing Boards of the Church shall be an Advisory Board and a Board of Trustees.

a. Advisory Board

- (1) The Advisory Board shall consist of twelve (12) Deacons and Deaconesses, and the Deacons and Deaconesses Emeriti, and shall meet on a monthly basis, September through June, and at such other times as shall be deemed necessary. The Pastors and Clerk shall be non-voting members. Deacons and Deaconesses Emeriti are expected to provide advice and guidance to voting Advisory Board Members.
- (2) Membership shall be for a term of four (4) years, with three (3) members elected each year.
- (3) The Advisory Board shall have jurisdiction over the examination and admission of new Members, their reception into Membership, termination of Membership, etc., all as more fully set forth in Article V. It shall be the duty of the Advisory Board to cooperate with the Pastors in administering to the spiritual interests of the Church and Community. The Board shall have charge of the preparation and administration of the Sacraments, and may appoint a Communion Committee of Members to assist in this work.
- (4) The Advisory Board shall act as a Pulpit Supply Committee if the Church is without a Pastor, or if, for any reason, a Pastor is absent or unable to carry on his or her regular duties. All inquiries during the absence of the Pastors shall be directed to the Chair of the Advisory Board.
- (5) The Advisory Board shall select a Relief Committee, which shall consist of no less than two (2) Active Church Members and the Pastors. They shall meet as needed.
- (6) The Board shall review Membership lists annually.
- (7) It generally shall have cognizance of the spiritual affairs and general welfare of the Church.
- (8) The Advisory Board shall meet without the Pastors, at least once during the year, to review their work.
- (9) At least once a year, the Advisory Board shall meet individually with Delegates, the Christian Education, Missions and Outreach, Memorial Fund, Membership and Evangelism, Visitation, and Music Committees to review and discuss their work, and provide counsel on their programs and plans.
- (10) The Advisory Board shall appoint a Deacon or Deaconess in charge for each month, who shall have charge of the ushering and collecting of the offering at each regular worship service, and such other duties as assigned by the Advisory Board.
- (11) The Chair shall appoint two Board members each year to serve a one-year term on the Budget Committee.
- (12) The Chair shall appoint one member of the Advisory Board to serve a one-year term on the Stewardship Committee.
- (13) The Advisory Board each year shall nominate one (1) Active Church Member to serve on the Nominating Committee as specified in Subsection 3.e. Nominating Committee.
- (14) The Advisory Board each year shall nominate two (2) Active Church Members to serve on the Visitation Committee as specified in Subsection 3.j. Visitation Committee.

- (15) The Advisory Board each year shall nominate Delegates and Alternates as specified in Article VII, Section D.
- (16) The Advisory Board shall appoint Deacons and Deaconesses and Active Members to serve on the Memorial Fund Committee as specified in Subsection 3f of Section B of this Article.
- (17) The Advisory Board shall appoint a Bylaw Review Committee at least every ten (10) years.
- (18) The Advisory Board shall appoint annually five (5) members from the Board to a Pastoral Evaluation Subcommittee. The Subcommittee shall appoint its own Chair. Its function shall be to provide the Board with an annual performance review and evaluation of the work of the Pastor(s), following protocols established by the Advisory Board.
- (19) The Advisory Board shall appoint a Safe Church Advocate, whose qualifications and duties shall be defined in the *Safe Church Policy of The Church of the Pilgrimage*.
- (20) The Advisory Board shall appoint other special Committees and individuals to perform specific functions in the Church, as it deems advisable for the work and function of the Church.

b. Board of Trustees

- (1) The Board of Trustees shall consist of twelve (12) Active or Associate Members, at least nine (9) of whom shall be Active Members of the Church. Members of this Board shall be elected by the Church for four (4) year terms, three (3) members to be elected each year. The Assistant Clerk shall serve as a non-voting member, and act as secretary for the Board.
- (2) The Board of Trustees shall serve as the Standing Committee of the Corporation. The Board shall have charge of the funds of the Church, including money raised by the Stewardship Committee, and shall disburse those funds as directed by the Annual Meeting of the Church.
- (3) The Board of Trustees shall meet on a monthly basis, September through June, and at such other times as may be necessary.
- (4) The Board of Trustees, except as otherwise provided, shall manage the business and administrative affairs of the Church. It shall have charge of the real estate and all personal property owned by the Church.
- (5) The Board of Trustees may contract for the services of Sexton, Secretary, Bookkeeper, Financial Secretary, or others as necessary.
- (6) All contracts binding upon the Church must be in writing, and shall be signed by the Chair of the Board of Trustees and the Treasurer, subject to the approval of the Board of Trustees.
- (7) One member of the Board of Trustees shall be appointed by the Chair to serve a one-year term on the Stewardship Committee.
- (8) The Chair of the Board of Trustees, or a member of the Board appointed by the Chair, shall serve a one (1) year term on the Memorial Fund Committee.
- (9) The Chair shall appoint two Board members each year to serve a one-year term on the Budget Committee.
- (10) The Board of Trustees each year shall nominate one (1) Active Church Member to serve on the Nominating Committee as specified in subsection 3.e. Nominating Committee.
- (11) All extraordinary or non-contractual orders upon the Treasurer for the payment of bills, current expenses, or otherwise, must be approved by the Chair of the Board of Trustees.
- (12) The Board of Trustees shall have the management, control, and disposition of all securities, investments, and other property of the Church, both real and personal, except as otherwise provided in these Bylaws, but shall have no power to sell, lease, or mortgage any real estate owned by the Church, or to purchase or lease any additional real estate other than that authorized by specific vote of the Church.
- (13) The authority of the Board of Trustees shall include the power to invest and reinvest, and from time to time change the investments of any and all funds of the Church as it deems prudent. The purchase, sale, transfer, or exchange of any securities or other investments shall be first authorized by two-thirds of the Board.

- (14) The Board of Trustees may employ and pay for the services of such individuals or organizations as it may deem expedient to advise and assist it in regard to the business and administrative affairs of the Church.
- (15) The Board of Trustees shall appoint an Investment Committee consisting of three (3) members, one of whom shall be the Treasurer, one from the Board of Trustees and one from the Congregation. At least two shall be Active Church Members. They shall serve a term of one year and make recommendations to the Board of Trustees.
- (16) The Board of Trustees shall secure an independent review of the financial records of the Church prior to the Annual Business Meeting.
- (17) The Board of Trustees shall provide adequate bonding for the Treasurer, Assistant Treasurer, Collector, and Assistant Collectors.
- (18) The Board of Trustees may authorize the Treasurer to borrow money in the name of and for the benefit of the Church, in such amount and upon such terms as it deems prudent.
- (19) The Board of Trustees may appoint special committees from the Active or Associate Members of the Church as it shall from time to time consider necessary or advisable (e.g. Building Committee, Planning Committee).
- (20) The Board of Trustees shall determine the date of the Annual Business Meeting in accordance with Article VI, Section B of these Bylaws, and notify the Clerk accordingly.
- (21) The Board of Trustees shall establish the fiscal year of the Church, which shall be the calendar year, unless determined otherwise.
- (22) The Board of Trustees shall, at each Annual Business Meeting, report the financial condition of the Church, including its invested funds; and all other matters having to do with its responsibilities.
- (23) The Board of Trustees shall review, modify, and approve the Annual Budget, as prepared by the Budget Committee, for presentation to the Church. The Board shall present a budget for the ensuing year which, when and as adopted by the Church, shall be the standard for raising funds and regulating expenditures.

3. Committees

The standing Committees of the Church shall be the Budget Committee, Missions and Outreach Committee, Christian Education Committee, Music Committee, Nominating Committee, Stewardship Committee, Memorial Fund Committee, Pastoral Advocacy and Communications Committee, Membership and Evangelism Committee, Visitation Committee, and House Committee. As a general rule, all committees shall meet as often as necessary during the year to meet their responsibilities.

a. Budget Committee

The Budget Committee shall consist of eight (8) Active or Associate Members of the Church, the Treasurer, the Assistant Treasurer, two (2) members of the Advisory Board, two (2) members of the Board of Trustees, one (1) member of the Stewardship Committee, and one (1) member of the Music Committee, appointed by the Chairs of the respective Boards and Committees. Members shall serve a one year term of office. The Committee will be chaired by the Treasurer. The Financial Secretary or other appropriate employees of the Church may be non-voting members of this Committee.

The Budget Committee shall meet at least monthly during the year, with additional meetings as necessary. They shall coordinate their efforts with the Stewardship Committee.

The Budget Committee shall, in consultation with all Officers, Boards and Committees of the Church, prepare the annual Budget and present it to the Board of Trustees. This Board shall have the responsibility for approving the Budget and presenting it to the Annual Meeting of the Church.

b. Missions and Outreach Committee

The Missions and Outreach Committee shall consist of nine (9) Active or Associate Members of the Church, three (3) of whom shall be elected at each Annual Meeting of the Church, to serve for a term of three (3) years.

The Missions and Outreach Committee shall meet at least every other month except during July and August.

The Missions and Outreach Committee shall determine the distribution of all income received by the Church for benevolent purposes, subject to the direction of the Church, with the exception of the Relief Fund, as referred to in Article VII, Section C. Subsection 4 f (5) (a).

The Committee shall direct the Treasurer in the distribution of funds and it shall provide the Board of Trustees with an annual budget for missions and benevolences. It shall be the duty of the Missions and Outreach Committee to acquaint itself with the missions and benevolence aims and activities which are advocated and sponsored by the United Church of Christ, and bring such information to the attention of the people of this Church, thus seeking to secure a greater interest in these objectives and a more concerted effort to attain them.

c. Christian Education Committee

The Christian Education Committee shall consist of nine (9) Active Members of the Church, three (3) of whom shall be elected at each Annual Meeting of the Church, to serve for a term of three (3) years, and the Superintendent of Church School (if any), who shall serve as a non-voting member. The Committee shall meet monthly September through June, and at such other times as may be necessary.

- (1) The Committee may appoint a Superintendent for the Church School to serve a one (1) year term from July 1 to June 30 of each year.
- (2) The Committee shall have direction of the work of the Church School, and shall act as an advisory committee for all of the educational work of the Church.
- (3) A session of the Church School shall be held each Sunday morning, except during summer vacation or at other times when the Christian Education Committee may deem it wise for the school session to be omitted.
- (4) The Superintendent of the Church School and all teachers shall be Active Members of this Church.
- (5) The Christian Education Committee shall have charge of the Church Library, its use, inventory, and general care.
- (6) The Christian Education Committee shall be responsible, with the Pastors, for the observance of a Church School Sunday service of worship.
- (7) The Christian Education Committee shall, in consultation with the Advisory Board and the Pastors, assure that confirmation classes are held at appropriate intervals.

d. Music Committee

The Music Committee shall consist of six (6) Active or Associate Members of the Church, at least five (5) of whom shall be Active. Two (2) members shall be elected at each Annual Meeting to serve for a term of three (3) years. The Music Director and Church Organist shall serve as non-voting members.

The Music Committee shall have general direction of the Church music, have charge of the properties and equipment used in connection therewith, contract for Organist, Music Director, Section Leaders, soloists, and such other persons as it may deem advisable from time to time, subject to the approval of the Board of Trustees and the Advisory Board. All expenditures shall be subject to the approval of the Board of Trustees. The Committee shall meet monthly, September through June, and at such other times as may be necessary.

The Chair of the Music Committee shall appoint one member to serve a one-year term on the Budget Committee.

The Chair of the Music Committee shall be notified of all requests for the use of the facilities of the Church for musical performances, and advise the Board of Trustees regarding their appropriateness.

The Music Committee shall meet at least annually with the Advisory Board to discuss their work and receive any advice and direction necessary to fulfill their mission of enhancing the worship experience of the Church.

e. Nominating Committee

The Nominating Committee shall consist of six (6) Active Members of the Church, one (1) of whom, nominated by the Advisory Board, and one (1) of whom nominated by the Board of Trustees, shall be elected at each Annual Meeting to serve for a term of three (3) years. It shall be the duty of the Nominating Committee to determine prospective nominees, and to contact all nominees, explaining to them the duties of the offices as described in these Bylaws. The Committee shall place in nomination the names of candidates who have agreed to serve. They shall be elected by the Church at the Annual Meeting or at any Special Meeting called for such a purpose.

The Nominating Committee shall also provide advice to the Moderator when appointments must be made to fill vacancies for Officers, Board or Committee members.

Notwithstanding the above, the nominations for the members to be elected to the Nominating Committee shall be made by the Advisory Board and the Board of Trustees. Nominations for the Visitation Committee, Delegates and Alternate Delegates shall be made by the Advisory Board. Members of the Pastoral Advocacy and Communications Committee shall be selected by each Pastor.

The Nominating Committee shall maintain a current list of all Officers, Board and Committee members, including their terms of office and elected status (appointed, elected – partial term, etc.). This list shall be provided to the Church Office whenever it is updated.

f. Stewardship Committee

The Stewardship Committee shall consist of twelve (12) Active Members, three (3) of whom shall be elected annually to serve for a term of three (3) years, with the Treasurer or Assistant (as a voting member), one (1) member from the Board of Trustees, and one (1) member from the Advisory Board (appointed by the Chairs of the respective Boards) serving one-year terms.

This Committee shall manage the annual Stewardship Campaign to raise money for the support of the Church, subject to the approval of the Board of Trustees and the Advisory Board. They shall be assisted in their work by all the other Boards and Committees of the Church. Their work shall be coordinated with the Budget Committee, Advisory Board, and Board of Trustees.

The Chair of the Committee shall appoint one member to serve a one-year term on the Budget Committee.

This Committee shall meet at least monthly throughout the year, with additional meetings being held as necessary. The Committee shall meet at least quarterly with the Board of Trustees to report on their work and receive guidance and direction.

g. Memorial Fund Committee

The Memorial Fund Committee shall be responsible for the administration of the Memorial Fund. It shall determine the uses of the funds and advise the Board of Trustees accordingly. It shall consist of five (5) voting members: the Chair of the Board of Trustees or his/her designee; two (2) Deacons/Deaconesses appointed by the Chair of the Advisory Board to serve one-year terms, and two (2) Active Members, one (1) nominated each year by the Nominating Committee, each to serve a two (2) year term. The Pastors and the Treasurer shall be non-voting members.

The Memorial Fund Committee shall meet at least quarterly each year. They shall assure that all memorial gifts are acknowledged.

The objective of the Memorial Fund is to provide a means whereby our Members and friends can, by donating a part of their material wealth, provide a living memorial to those they love. Such a memorial will consist of:

- (1) appropriate recording of the names of those in whose memory gifts are being made, together with the names of those making the gifts.
- (2) periodic memorial services to be held in the Church to recognize and dedicate such gifts.
- (3) appropriate use of the funds and property given to the Memorial Fund, such to be used for the long-range, permanent benefit of the Church and the congregation as a whole, unless otherwise specified by the donor at the time the gift is made.

h. Pastoral Advocacy and Communications Committee

Each Pastor shall have a Pastoral Advocacy and Communications Committee to work with him or her. The Pastoral Advocacy and Communications Committee(s) shall each consist of three (3) Active Members selected by the Pastor(s). Members may serve any number of consecutive terms of office. The Committee(s) shall be chaired by the respective Pastors. The Committee(s) shall meet at least quarterly, and at other times at the discretion of the Pastor(s).

For reasons of confidentiality, the Committee(s) shall be exempt from all provisions of Article VII, Section A.

The Committee(s) shall:

- (1) Act as advocates for the Pastors
- (2) Counsel the Pastors regarding personal issues, including concerns of their families.
- (3) Provide a communication link between the Pastors, the Congregation, and the Boards and Committees of the Church.
- (4) Work with the Pastors on any other Church related concern not mentioned above, as the Pastors may deem necessary.
- (5) Meet quarterly with the Advisory Board to report on their work
- (6) Provide input to the Board's pastoral evaluation process.

Since this Committee is not elected, members may be active in other elected and/or appointed positions within the Church.

i. Membership and Evangelism Committee

The Membership and Evangelism Committee shall have an important role in maintaining and expanding membership in the Church.

The Committee shall consist of nine (9) Active members, three (3) nominated each year by the Nominating Committee to serve a three (3) year term. There shall be no limitation on the number of terms served by members of this committee. The Pastors shall be voting members. The Committee shall meet at least monthly September through June, and at such other times as shall be deemed necessary.

The Membership and Evangelism Committee shall be responsible for contacting visitors and other potential new members under the direction of the Pastors. They shall generally assist the Pastors in their evangelism efforts. They shall also take an active role in encouraging and maintaining Members' participation in the life of the Church. They shall nurture fellowship within the congregation, and encourage and assist members to fulfill their covenantal responsibilities to the Church.

The Membership and Evangelism Committee will coordinate all their efforts with the Pastors and the Advisory Board, and shall report to the Board on a regular basis during the year.

j. Visitation Committee

The Visitation Committee shall be responsible for maintaining contact with, and providing fellowship to, Members and others associated with the Church family who, for various reasons, are not able to attend regular Services of Worship.

The Committee shall consist of six (6) Active or Associate Members, two (2) nominated each year by the Advisory Board to serve a three (3) year term. There shall be no limitation on the number of terms served by members of this committee. The Pastor(s) shall be voting members. The Committee shall meet regularly during the year.

The Visitation Committee members, along with other volunteers, shall visit Members who are shut-ins in hospitals, nursing homes, and other locations, to provide them with a link to the active life of the Church. They shall coordinate their visitations with the Pastors, and shall notify the Pastors of any perceived needs of the shut-ins for Pastoral services, such as Communion.

The Visitation Committee shall keep the Advisory Board informed of its activities, shall submit a quarterly formal written report to the Board, and shall meet with the Board at least once each year to discuss their work. They shall generate and maintain a list of persons requiring visitation, and keep a record of all Committee-sponsored and Pastoral visits.

k. House Committee

The House Committee shall consist of six (6) Members, two (2) of whom shall be elected at each Annual Meeting of the Church, to serve for a term of three (3) years. This Committee shall have charge of the Church kitchen(s), their use, equipment, and general care, subject to the direction of the Board of Trustees. Members may serve consecutive terms.

4. Church Council

a. Membership

The Church Council shall consist of the Pastors, Church Officers (either the senior or the assistant), and the Chairs of all standing Boards and Committees as listed in Article VIII, and two Members-at-Large. In the event that the Chair is unable to attend a meeting, a substitute member of that Board or Committee may serve for that meeting only.

b. Organization

The Members-at-Large shall be Active Members of the Church and shall be elected for two (2) year terms with one(1)Member-at-Large elected each year.

The Council shall meet at such times as shall be deemed necessary, but not fewer than three times a year.

The Council, by majority vote, is empowered to call Special Business Meetings of the Church.

The Church Moderator, or the Moderator’s designee, shall serve as the Chair of the Council.

c. Purpose

The Council shall promote intercommunication, and provide a forum for discussions of issues, concerns and ideas that cross the lines of responsibilities of the various Boards, Committees, and Officers.

As new areas arise within which the Council feels the Church should be active, it shall refer the matter to the appropriate Board or Committee.

Article IX – Indemnification

The Church shall indemnify any and all persons who may serve or who have served at any time as Officers, Board or Committee members, or volunteers, against any and all expenses, including amounts paid upon judgments, counsel fees, and amounts paid in settlement (before or after suit is commenced) actually and necessarily incurred by such persons in connection with the defense or settlement of any claim, action, suit, or proceeding in which they, or any of them, are made parties, or a party, or which may be asserted against any of them or any of them by reason of being or having been Officers, Board or Committee members, or volunteers of the Church, except in relation to matters as to which any such individual shall be adjudged in any action, suit, or proceeding to be liable for his or her own negligence or misconduct in the performance of his or her duties. Such indemnification shall be in addition to any other rights to which those indemnified may be entitled under any law, bylaw, agreement, or otherwise. Provided, however, that such indemnification will only be made in the event that such Officer, Board or Committee member, or volunteer notifies the Church as soon as reasonably possible after receiving notice of any claim, action, suit or proceeding for which indemnification is sought.

Article X - Amendments

Any Active Member may propose an amendment to these Bylaws. The proposal shall be submitted in writing to the Bylaw Review Committee, or in its absence, to the Advisory Board for review. The reviewing body shall present a report, with a recommendation, to the Church. Thereafter the Bylaws may be amended at any Annual Meeting of the Church, or at any Special Meeting called for that purpose, by a two-thirds vote of the Members present and voting.

If a Bylaw amendment creates a vacancy in the position of an Officer, or Member on a Board or Committee, then the vacancy may be filled following adoption of the Bylaw amendment.

Note: These Bylaws are the result of revisions and updating undertaken by a Bylaw Review Committee appointed by the 1996 Advisory Board. These Bylaws were adopted by the Church at a Meeting on January 11, 1998.

On September 24, 2000, Section VI, B-1 was amended, changing the Annual Meeting from February to May.

On May 19, 2002, these Bylaws were amended to eliminate individuals serving in multiple elected positions, and to resolve issues resulting from the change of the Annual Meeting to May.

On May 18, 2003, these Bylaws were amended following an additional review and updating undertaken by a Bylaw Review Committee appointed by the 2002 Advisory Board.

On June 11, 2006, these Bylaws were amended following an additional review and updating undertaken by a Bylaw Review Committee appointed by the 2005 Advisory Board.

Appendix A - Election and Appointment Matrix

Position	Nominated by	Elected or Appointed by	No. / year*	Term (yrs)*	Qualifications
Pastor	Pastoral Search Committee	Special Meeting (2/3 vote)	NA	no limit	
Deacon/Deaconess	Nominating Comm.	Annual Meeting		4	Active Member
Deacon/Deaconess Emeritus	Advisory Board and Pastors	Annual Meeting	NA	no limit	minimum 2 full terms on Advisory Board; no more than 4 at any one time.
Clerk	Nominating Comm.	Annual Meeting	1	1	Active Member
Assistant Clerk	Nominating Comm.	Annual Meeting	1	1	Active Member
Moderator	Nominating Comm.	Annual Meeting	1	1	Active Member
Assistant Moderator	Nominating Comm.	Annual Meeting	1	1	Active Member
Treasurer	Nominating Comm.	Annual Meeting	1	1	Active Member
Assistant Treasurer	Nominating Comm.	Annual Meeting	1	1	Active Member
Collector	Nominating Comm.	Annual Meeting	1	1	Active Member
Assistant Collectors	Nominating Comm.	Annual Meeting	2	1	Active Member
Advisory Board (see Deacon/Deaconess)	-	-	-	-	-
Board of Trustees	Nominating Comm.	Annual Meeting	3	4	at least 9 Board members shall be Active Members of the Church
Budget Committee	NA	Advisory Board Chair Board of Trustees Chair Music Comm. Chair. Stewardship Chair	2 2 1 1	1 1 1 1	Advisory Board Members Board of Trustees Members Music Committee Member Stewardship Comm. Member
Missions and Outreach Comm.	Nominating Comm.	Annual Meeting	3	3	Active or Associate Members
Christian Education Committee	Nominating Comm.	Annual Meeting	3	3	Active Members
Church School Superintendent	NA	Christian Education Committee appointment	1	1	Active Member
Music Committee	Nominating Comm.	Annual Meeting	2	3	at least 5 Committee members shall be Active Members of the Church
Nominating Committee	Advisory Board (1) Bd. of Trustees (1)	Annual Meeting	2	3	Active Members
Stewardship Comm.	Nominating Comm.	Annual Meeting Advisory Board appt. Board of Trustees appt.	3 1 1	3 1 1	Active Members Advisory Board member Board of Trustees member
Memorial Fund Committee	Nominating Comm.	Annual Meeting Advisory Board appt Trustee Chair or appt.	1 1 1	2 2 1	Active Member Advisory Board members Board of Trustees member
Pastoral Advocacy & Communications Committee	Pastor(s)	Annual Meeting	3 (ea.)	1	Active Members
Membership and Evangelism Comm.	Nominating Comm.	Annual Meeting	3	3	Active Members
Visitation Committee	Advisory Board	Annual Meeting	2	3	Active or Associate Members
House Committee	Nominating Comm.	Annual Meeting	3	2	none
Church Council Members-at-Large	Nominating Comm.	Annual Meeting	1	2	Active Members
Delegate, Mass Conference	Advisory Board	Annual Meeting	to be det.	1	Active Members
Alternate Delegate, Mass. Conference	Advisory Board	Annual Meeting	to be det.	1	Active Members
Delegate, Pilgrim Association	Advisory Board	Annual Meeting	2	1	Active Members
Alternate Delegate, Pilgrim Association	Advisory Board	Annual Meeting	2 or more	1	Active Members

* excluding elections/appointments to fill unexpired terms